



## DHS Child Care Scholarship Program Provider Application Form

Please complete the information on this form (**keep a copy for your records**), enclose the requested information, and return all applicable pages to:

**Tennessee Department of Human Services  
Citizens Plaza Bldg, 12<sup>th</sup> floor  
Attn: Child Care  
400 Deaderick St  
Nashville, TN 37243**

Provider Name: \_\_\_\_\_

Address: \_\_\_\_\_ FEIN: \_\_\_\_\_

\_\_\_\_\_  
Phone No. (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_ County: \_\_\_\_\_

Director/Owner \_\_\_\_\_

**Provider type (check one):**

- ☐ **Child Care Center (DHS Licensed)**
- ☐ **Child Care Center (DOE Certified)**
- ☐ **Group Day Care Home**
- ☐ **Family Day Care Home**
- ☐ **Exempt provider (Boys and Girls Club)**

- ☐ **Yes, I would like to participate in the DHS child care scholarship program**
- Enclose information needed to determine child's eligibility (see attachment)
  - If you are **not** already receiving certificate payments, you **must also** enclose:
    - W-9 form (attached);
    - ACH Direct Deposit form (attached);
    - A copy of your rates and fee policies; and
    - Provider Agreement Form (attached)

**If you would like to take part in the scholarship program, but do not have any eligible families at this time, please let us know now that you intend to participate. You may send the information listed above when you identify an eligible child.**

- ☐ **No, I do not wish to participate in the DHS child care scholarship program**

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### **Important information for providers who DO NOT currently accept certificate children** **How to receive payment**

In order to receive payment for scholarship children, you must sign up to complete an Enrollment Attendance Verification (**EAV**) online. This website tells you how to sign up:  
<http://www.tennesseeanytime.org/online/eavpay.pdf>

An EAV is like a calendar. For each day that a scholarship child is in your care, you will enter in the number of hours he/she attends. You can view an online demonstration at:  
<http://www.tennesseeanytime.org/eavpay/demo/index.htm>